

Individual Voluntary Testing Schedule

STATE CERTIFICATION FOR MUNICIPAL CODE ENFORCEMENT OFFICERS

NAME OF APPLICANT FOR CERTIFICATION:

APPOINTED BY:

(name of town or city you work for)

DATE OF INITIAL APPOINTMENT AS CEO:

DATE CERTIFICATION REQUIRED BY:

(12 months from initial appointment date)

AREAS OF REQUIRED CERTIFICATION: (✓all subject specialty areas that apply to you)

- ✓ Legal Issues / Enforcement Techniques -----▶ all must take **Legal Issues Exam**
- ☐ Shoreland Zoning -----▶ required to take **Shoreland Zoning Exam**
- ☐ Land Use / Zoning -----▶ required to take **Land Use Exam**
- ☐ Building Standards -----▶ required to take **Building Standards Exam**

TESTING IN SUBJECT AREAS IS SUGGESTED BY THE DATE INDICATED BELOW:

SUBJECT AREA EXAMS:	1 ST MONTH	2 ND MONTH	3 RD MONTH	4 TH MONTH	5 TH MONTH	6 TH MONTH	7 TH MONTH	8 TH MONTH	9 TH MONTH	10 TH MONTH	11 TH MONTH	12 TH MONTH
LEGAL ISSUES/ ENFORCEMENT												
SHORELAND ZONING												
LAND USE / ZONING												
BUILDING STANDARDS												

Use of this form is voluntary. Maine law gives anyone appointed to the position of municipal code enforcement officer 12-months in which to become certified. While we highly recommend that you set up a testing schedule, we cannot require you to do so. However, we have found that there are benefits to having a set plan for preparing to take the State certification exams. Many individuals appointed to the position of code officer wrongly believe that they can simply do their job for 12 months and that somehow this will prepare them adequately for testing. In the majority of cases this just isn't so, when the 12th month arrives they find themselves scrambling to prepare for the exams and too often they fail them. Plan to succeed!